



Community Action, Inc.

Head Start

Infant Toddler
Home Based Services

Parent Handbook



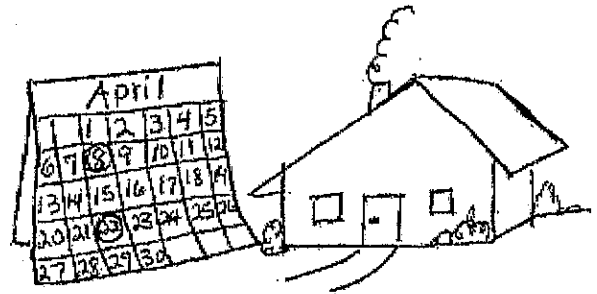
2009-2010

Things Parents Need to Know

Early Head Start

HOME BASED

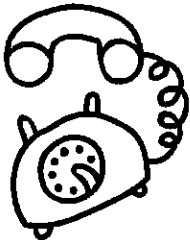
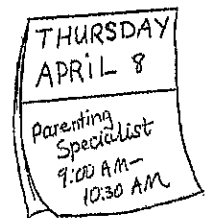
- Weekly home visits
- Socialization two times each month
- Parents must participate in both home visits and socializations.



ATTENDANCE

Parents must meet with their Parenting Specialist for

- 90 minutes each week
- at least 11 weeks every three months



CALL THE PARENTING SPECIALIST AS SOON AS POSSIBLE IF YOU HAVE TO CANCEL A VISIT

235-9561

**IF YOU CANCEL TOO MUCH
YOU COULD BE DROPPED FROM
EARLY HEAD START.**



PARENTING SERVICES

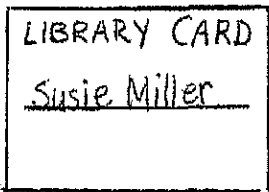
Parenting Specialist can help you with:

- √ How your child is growing
- √ What you can do to help your child learn
- √ What to feed your child
- √ Discipline for your child
- √ Parents as Teachers curriculum is used for home visits.



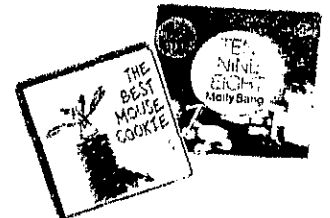
UN MUNDO PRESCHOOL LIBRARY

Parents and children may check out books.

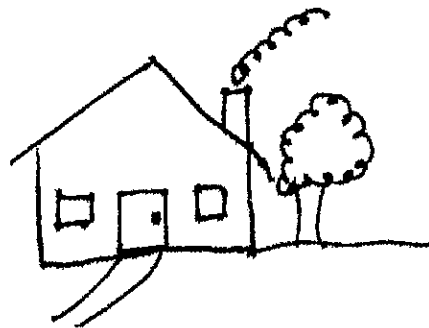


- Located at the Hudson Center
- Provided by the Brown Foundation for Education Equity, Excellence and Research.
- You can get a library card for your child.

Reading to children is important!



Children are born to learn!

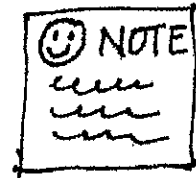


HOME VISITS

- Family Services Specialists will visit your home throughout the year.
- Your Family Services Specialist will schedule these visits with you.
- These visits help us get to know your family better.

WHAT IS HAPPENING

- ❖ Staff will send home notes and newsletters to let you know about activities.
- ❖ Please attend Parent Committee meetings.
- ❖ You are welcome to call the center if you have questions or concerns.

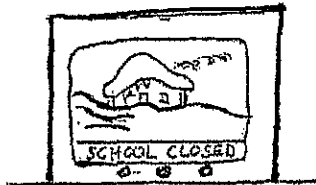
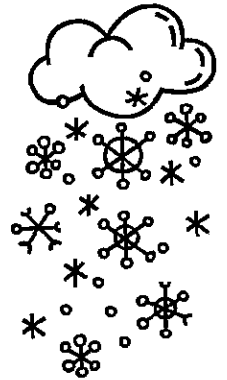


BAD WEATHER



- ❖ If USD # 501 closes, the Hudson Center will close.
- ❖ No home visits
- ❖ No socialization

Listen to the radio or watch TV for school closings.



HEALTH



- Your child needs immunizations done and kept up to be in Head Start.
- Physicals must be up to date to stay in Head Start
- Dental exams must be done within 45 days of beginning Head Start

- Your child will get health checks

- Eyes



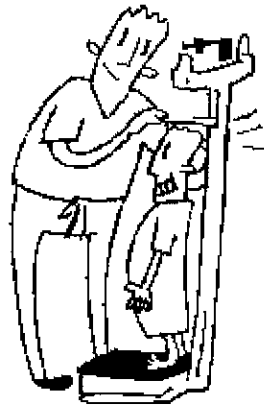
- Ears



- Height

- Weight

- Blood lead



- If you, your child, or anyone that would participate in the home visit is sick, please call to cancel your home visit.
- Sick parents or children should not attend socialization or other program activities

FAMILY SERVICES

Family Services:

- ✓ Head Start wants to help and support your family.
- ✓ Family Services Specialists will ask you about your needs and your goals.
- ✓ Family Services Specialists will then help you plan to meet your needs and goals.

- Help if your family does not have enough food



- Help with budgeting

- Help with family crisis

- Ideas for new jobs

- Ideas for new housing

- Ways to go back to school



- ✓ Family Services Specialists can help you with resources in the community.

Child Abuse and Neglect Reporting:

All Community Action Head Start staff is required **by law** to report any suspected child abuse or child neglect to the Kansas Department of Social and Rehabilitation Services. We are not trying to get anyone in trouble. We do have to protect children.

Parent Involvement:

- Children do better in school if their parents are involved with the school.
- Some ways you can be involved at Head Start:
 - Participating in home visits
 - Attending Socialization
 - Attending Parent Committee meetings
 - Parent Committee meets every month
 - All parents are members of Parent Committee.

Policy Council:

- Made up of parents from each of these programs:
 - Hudson Center
 - Wabaunsee County center
 - Shawnee Heights classroom
 - Seaman classroom
 - Home-based Early Head Start
 - Center Based Early Head Start

Policy Council Representatives are elected/selected by families at those centers.

Policy Council votes on certain policies and procedures of Community Action, Inc. Head Start.

CHILD CUSTODY

The law says that every parent has a right to his/her child.

- If you have a legal document that says one parent is not allowed to have contact with your child, we must have a copy of that document. It has to have been signed by a judge and be officially stamped.



COMMUNITY COMPLAINT PROCESS

We want to know if you have concerns or complaints.
Talk to your Family Services Specialist to find out how this process works.